

**Vermont 21st Century Community Learning Centers
Grant Amendment Guidelines
January 15, 2010**



Purpose:

The purpose of submitting a grant amendment is to assure that the federal grant requirements are being followed, that the goals of a grant project are being followed, and to inform the Vermont Department of Education of substantial project changes.

When to Submit an Amendment:

- A budget change of 10% or more of the total grand award is being contemplated
- A change to the grant's scope of work is contemplated

As an example, if the award is for \$50,000, any budget change over \$4999 automatically requires an amendment and approval before the expenditure can occur. It is strongly recommended and appreciated if smaller budget changes are checked with the Vermont Department of Education 21C office. Changes to the scope of work include major programming changes, changes to employee pay or hours, addition or subtraction of work with major partners, and adding or subtracting whole budget lines.

Grant Amendment Process

- [Send an email to Emanuel.betz@state.vt.us](mailto:Emanuel.betz@state.vt.us)
- In the email subject line type "grant amendment request (month/day/year)"
- Describe and justify the proposed changes within the email in clear concise language
- Attach an amended budget (see the sample budget "2010 amendment budget sample" to view formatting needs)
- Approvals will be delivered by email
- Amendments that exceed 10% of the total budget requires a CEO signature

Caution

- Do not expend dollars for which you do not have approval; this puts your project at risk of an audit exception